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Question1. _____, a method to increase employee productivity, involves eliminating layers of management and changing reporting relationships, as well as cutting staff through downsizing, layoffs, and early retirement buyout programs.

a. Organizational restructuring
b. Redesigning work
c. Aligning





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human resource activityd. Outsourcing2. Which of the following is a part of the strategy and planning function of human resource management?a. Diversityb. Human resource retentionc. Job analysisd. Compensation3. Which of the following has traditionally been the dominant role for human resources?a.





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Operational roleb. Employee advocate rolec. Administrative roled. Strategic role4. A(n) _____ is a citizen of one country working in a second country and employed by an organization headquartered in the first country.a. host-country nationalb. expatriatec. third-country nationald. independent

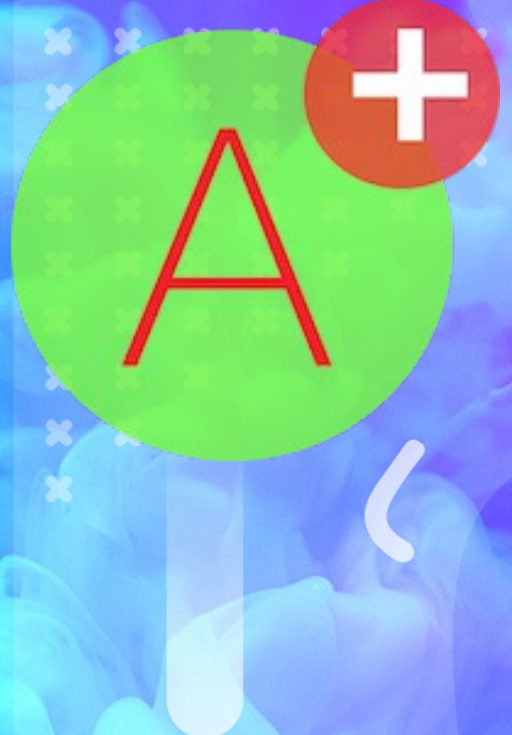




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contractor5. Which of the following is a disadvantage of an aging workforce in economically developed countries?
a. Having to provide retirement benefits
b. Having to decrease the span of control
c. Having to provide flexible work arrangements
d. Having to replace experience and talent
6. Which of the





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facilities and other assets in at least one country other than its home countryb. An organization that imports goods from other countries to its home countryc. An organization that exports goods from its home country to other countriesd. An organization that has facilities and other assets only in





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its home country⁸. Which of the following is typically the last step in the HR planning process?

- a. Review organization's environmental analysis/strategic plans
- b. Develop HR staffing plans and actions
- c. Compile HR planning forecasts
- d. Assess external and internal workforce

9. Which of the following is





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a mathematical method of HR forecasting?
a. The rule of thumb
b. Estimates
c. Staffing ratios
d. Nominal groups
10. Which of the following is an effective method for managing a talent shortage?
a. Reducing employee work hours
b. Encouraging attrition
c. Implementing voluntary separation programs
d.





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Outsourcing to a third party11. Which of the following is an illegal criterion for rejecting job applicants?
a. Education
b. Work experience
c. Skill sets
d. Religion12. ____ occurs when an employment practice that does not appear to be discriminatory has a disproportionately adverse effect on

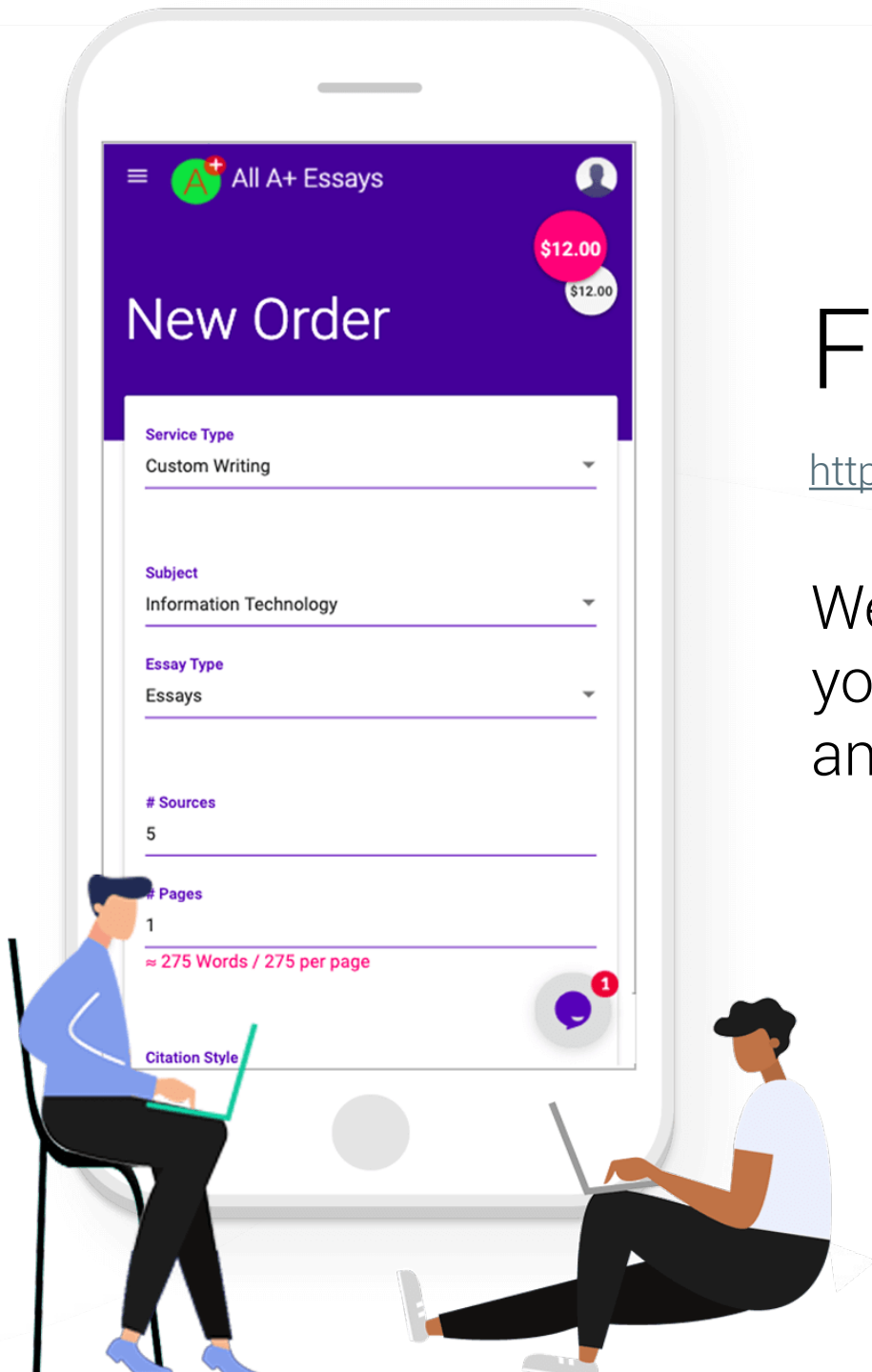


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stagec. Difference in ethnicityd. Difference in religious beliefs1 4.
The _____ requires employers to verify the employment status of
all employees, while not discriminating because of national
origin or ethnic background.a. Civil Rights Actb. Rehabilitation
Actc. Immigration Reform and Control Actd.





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Older Workers Benefit Protection Act 15. Which of the following best describes nepotism? a. It is the practice of prohibiting relatives from working for the same employer. b. It is the practice of allowing relatives to work for the same employer. c. It is the practice of allowing friends to work for the





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same employer.d. It is the practice of prohibiting friends from working for the same employer.16. Which of the following groups of workers are classified as prime-work-age workers?a. Workers of ages 20–40b. Workers of ages 25–54c. Workers of ages 20–60d. Workers of ages 22–5817. Which of the





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following is typically the responsibility of managers in job analysis?
a. To periodically review job descriptions and specifications
b. To coordinate job analysis
c. To help complete job analysis information
d. To write job descriptions and specifications
18. The _____ is based on American college



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parts of the typical job description lists the necessary roles and duties, generally in order of importance, and contains clear, precise statements on the major tasks, duties, and responsibilities performed?

- Job specifications
- Essential job functions
- General summary
- Identification

20. Part-





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time jobs are used when less than _____ hours per week are required to do a job. a. 40 b. 50 c. 60 d. 70

21. Which of the following is considered to be a motivator by the motivator/hygiene theory? a. Company policy b. Administration c. Advancement d. Salary

22. According to Maslow's need theory, which of the





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following needs will a person strive to fulfill first?
a. Physiological needs
b. Safety and security needs
c. Actualization needs
d. Belonging and love needs
23. According to Herzberg's motivation/hygiene theory _____ is a hygiene factor.
a. Advancement
b. Recognition
c. Responsibility
d. Working





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condition24. _____ is an intangible reward for performance.a. Promotion to a new positionb. Verbal praise from one's supervisorc. A performance bonusd. An opportunity for training25. _____ is defined as the percentage of employees at the beginning of a period who remain at the end.a. Retention





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people.b. maintaining a continuous presence in a local labor market.c. passive recruiting.d. keeping out unemployable applicants.28. Which of the following would be the least important topic of training for a recruiter who will conduct interviews in a university campus?a. EEO regulationsb. Details





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of the jobs and job specifications. The company's desired image and "brand". The company's job posting software. A(n) _____ typically takes over the staff of a small business and writes the paychecks, pays the taxes, prepares and implements HR policies, and keeps all the required records for a





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fee.a. employment agencyb. payroll vendorc. professional employer organizationd. third-party employer30. A ____ is a comparison of the number of applicants at one stage of the recruiting process to the number at the next stage.a. progression rateb. yield ratioc. hit rated. success base rate31. The





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process of choosing individuals with correct qualifications to fill jobs in an organization is called _____.a. recruitmentb. selectionc. job matchingd. attrition32. HR professionals are least likely to make the final hiring decisions when _____ positions are filled.a. clericalb. contractc. entry-





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the right to terminate employment at any time with or without notice or cause (where applicable by state law).a. Employment-at-willb. Right-to-workc. Free agencyd. Contingency employment³⁵. The purpose of a _____ is to give applicants an accurate idea of the positive and negative aspects of a job so





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that they can more accurately evaluate the employment situation.
a. job specification
b. realistic job preview
c. truth-in-hiring approach
d. job analysis

Attachments Question Field
#Management





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